

CITY OF SCOTTVILLE
COMMISSION MEETING AGENDA

1293rd Regular Meeting, Monday, November 5, 2012, 5:30 PM

1. Call to Order at 5:30 PM
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Approval of 1292nd Regular Meeting Minutes
5. Approval of the Bills
6. Hearing of Citizens
(Comments Limited to 3 Minutes)
7. Communications
 - 1) Rural Fire Authority Minutes
8. Reports
 - a) City Manager
 - b) City Attorney
 - c) Police Department
 - d) City Treasurer
 - e) Main Street Manager
9. Additions & Deletions to the Agenda
10. Old Business
 - 1) Resolution for Special Assessment for Delinquent Water Bills
 - 2) Resolution for Special Assessment for Delinquent Lot Mowing
11. New Business
 - 1) Resolution of Appreciation Johnny Urban
 - 2) Resolution to Adopt Cross Connection Control Program
12. Hearing of Citizens
(Comments Limited to 3 Minutes)
13. Commission Reports & Comments
14. Adjournment

CITY OF SCOTTVILLE

MEMORANDUM

To: Mayor Baxter & City Commissioners

From: Amy S. Williams, City Manager

Date: November 1, 2012

RE: Pre-Meeting Notes for the Monday, November 5, 2012 Meeting; 5:30pm

COMMUNICATIONS

Rural Fire Authority Minutes: Minutes from their meeting on October 25, 2012 are enclosed for your review.

Planning Commission Minutes: Minutes from their last meeting are attached for your review.

REPORTS CITY MANAGER

Updates:

~ Per our City Charter we are required to hold an organizational meeting on the first Monday following an election, so that you can elect a Mayor & Mayor Pro-Tem. Our Charter also requires us to hold two Regular meetings a month, and in the past we have combined the Organizational meeting and the 2nd Regular meeting into the same night, saving us a third meeting in November. I am asking if you would prefer to just hold our 2nd monthly meeting on November 12th right after the Organizational meeting and then we wouldn't meet again until December 3rd.

~ The Planning Commission will be holding the Public Hearing on the adoption of the Master Plan on Tuesday, November 6th at 5:30pm. If they pass the plan, it will come before you at your next meeting for final approval.

~ The Polls will be open from 7am to 8pm on Tuesday, November 6th. Please remember to get out and vote.

CITY ATTORNEY

Tracy will be at the meeting to answer questions.

POLICE DEPARTMENT

Chief Barnett will be at Monday's meeting to answer questions.

CITY TREASURER

I will have the October financials for you at our next meeting.

MAIN STREET MANAGER

Heather will be at the meeting to answer questions and give an update as to what Main Street has been working on.

OLD BUSINESS

Resolution for Special Assessment for Delinquent Water Bills: A Resolution has been prepared that will place a Special Assessment on the winter tax bills for those persons who are more than two months delinquent with their water bills. In this case we have four properties within the city that are delinquent, they total \$512.94. At this time I am recommending that you approve the attached resolution.

Resolution for Special Assessment for Delinquent Lot Mowing: A Resolution has been prepared placing a Special Assessment on the winter taxes for two property owners that have not paid their summer grass mowing invoices. The combined invoices total \$528.62. I am recommending you approve the resolution on Monday night.

NEW BUSINESS

Resolution of Appreciation for Johnny Urban: As you are aware, Johnny Urban passed away a couple weeks ago. Johnny was very involved with our neighboring community, the Village of Custer as he served as Village President for more than 40 years; he and his wife also owned and operated Johnny's for 60 or so years before just recently selling it. He was also very involved with events and organizations within the County and was well known by just about everyone. I had the pleasure of working with Johnny on a few occasions throughout my time here in Scottville as we would work with the Village on some projects or help them out as needed with equipment or manpower. I think that it would be fitting for us to pass a Resolution of Appreciation for his family; I know this is a very rough time as his wife Massie passed away just a few days after him. Johnny & Massie will definitely be missed.

Resolution to Adopt Cross Connection Control Program: We had H2O in Motion prepare a new cross connection program and resolution for us so we would be in compliance with the new DEQ regulations and a copy of it is enclosed for your review. H2O in Motion will start working in December & January to complete the needed Cross Connection inspections in time for the DEQ's March 31st deadline to submit our annual report. I have also enclosed a copy of a brochure that the DEQ puts out explaining what Cross Connections are and what can happen if they exist in public water systems.

At this time I am asking that you approve the attached so that I can send in a copy to the DEQ for their files.

Also, with the changes that the DEQ is requiring us to complete for our water system it will be taking away overall hours from our DPW. With winter coming and knowing what hours could be needed for snow plowing and knowing what needs to be done to stay into DEQ compliance in our water system, I am recommending we put the DPW back on 40 hour work weeks. The additional 6 hours a week will be charged off to the water department, so there will be no impact on our General Fund. We did pay off one of our water debts this year, so these additional hours shouldn't impact the water fund. The guys will work five, eight (8) hour days and I'm still working out the exact schedule for those days to provide the best coverage to our citizens.